



CITY OF HOLLISTER
DEVELOPMENT SERVICES DEPARTMENT
375 FIFTH STREET
HOLLISTER, CA 95023
(831) 636-4360

SIGN PERMIT APPLICATION PACKET

ADMINISTRATIVE REVIEW

**Wall Sign, Awning, Canopy Sign, Projecting/Blade Sign, Window Sign,
Hanging Sign, Pedestrian Sign, Temporary Banner**

Administrative Permit (over counter) \$42.00 + \$10.00 each additional sign

**IMPORTANT – PLEASE READ AND FOLLOW THESE GUIDELINES
CAREFULLY**

I. Purpose

The purpose of the administrative review for signs is to ensure that proposed signs in the City reflect good design qualities and enhance the general appearance of our community. Among the criteria to be addressed in the sign review are location, color, size, height, lighting and the general uniformity with surrounding development.

II. Process

Filing of Application

- 1.) Complete and sign the Sign Permit Application
- 2.) Four (4) copies of the completed sign plan. (except for window signs (2 copies))
- 3.) Administrative Permit (over counter) fee
- 4.) Other information needed to complete the application

III. Site Plan and Elevation Requirements

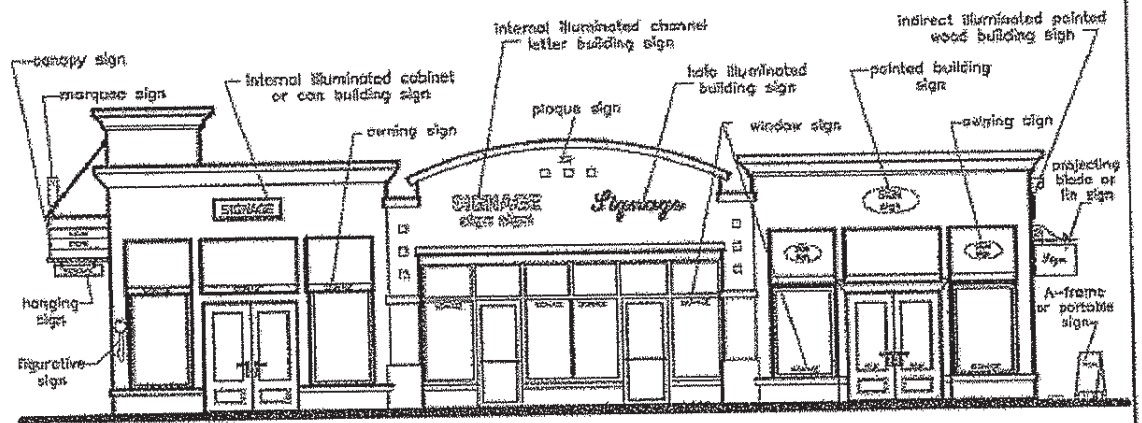
Applications for Administrative Review for Signs must be accompanied with an elevation plan as follows:

- 1.) Elevations of the sign including the specifications of square footage of sign area and sign height from the ground, length and width of sign.
- 2.) A complete description of colors and all materials to be used. A color rendering of the sign is acceptable.
- 3.) If sign is to be internally illuminated, depict interior fixtures and how sign will be served with electricity.
- 4.) For display purposes, one of the plans shall be colored in the manner of the finished sign.

17.20.060 - Prohibited Signs

A. The following signs are prohibited:

1. Canvas signs, excluding awning signs, banners, pennants, flags, streamers, balloons, or other temporary or wind signs except as otherwise provided in sections entitled Exempt Signs, On-Site Sign Regulations, and Off-Site Sign Regulations of this chapter.
2. Mobile, A-frame and portable signs except as permitted on private property (see Exempt Signs).
3. Roof or canopy signs extending above a building roof, except that with approval of a Master Sign Plan, a wall sign may be architecturally integrated into a sloping roof fascia or mansard roof.
4. Signs that resemble any official marker erected by the city, state, or any governmental agency, or that by reason of position, shape, color, or illumination would conflict with the proper functioning of any traffic sign or signal or would be a hazard to pedestrian or vehicular traffic.
5. Signs which produce odor, sound, smoke, fire, or other such emissions.
6. Animated signs, flashing signs, moving signs, or rotating signs except as otherwise allowed in this chapter.
7. Window signs that exceed twenty-five percent of the visible window glass panel area of a window in the Airport, Airport Support, General Commercial, Commercial Office, Downtown Commercial Mixed Use, Gateway Commercial, or Industrial district and commercial buildings or commercial portion of a building in the West Gateway and Mixed Use zoning districts. Window signs are prohibited in the Residential and Home Office zoning districts.
8. Off-site advertising signs except as provided for in the section entitled Master Sign Program.
9. Signs advertising commercial uses, child care homes, day care homes, residential care facilities, and similar uses on sites where the principal use is a residential dwelling unit unless otherwise allowed in this Title or in accordance with State law.
10. Signs affixed to trees, shrubs, utility poles, traffic control devices, and the like.
11. Signs on any floor above the first floor unless approved by the Planning Commission or pursuant to adopted Sign Standards.
12. Abandoned signs.
13. Multi-faced signs of more than two surface areas of signage.
14. Billboards.
15. Neon signs in the Residential, Home Office and Downtown Commercial Mixed Use zoning districts.



Building, Awning and Window Signs



SIGN PERMIT APPLICATION ADMINISTRATIVE REVIEW

SIGN PERMIT APPLICATION \$42.00 + \$10.00 each additional sign

PLEASE READ AND COMPLETE THIS APPLICATION FORM CAREFULLY

THIS APPLICATION IS FOR (CHECK ALL THAT APPLY):

- ☐ **Wall Sign** (any sign posted, painted, or suspended from or otherwise affixed to the wall or fascia of any building or structure in an essentially flat position.) *
- ☐ **Awning** (attached to a supported entirely by the exterior wall of a building, often made of canvas or similar material that serves as a shelter over a storefront, window, door, or deck.) * +
- ☐ **Canopy Sign** (sign painted or printed on or attached flat or otherwise incorporated onto a canopy but does not include hanging signs that are suspended from or below a canopy.) *
- ☐ **Projecting/Blade Sign** (sign that is attached to and projects from the structure or building face and is not parallel to the structure to which it is attached.) * +
- ☐ **Window Sign** (a sign applied directly onto a window or internal to a window within twelve (12) inches of the window and visible from the public right of way.)
- ☐ **Hanging** (sign that is suspended from or below a canopy or marquee) * +
- ☐ **Pedestrian Sign** (sign hanging on a building that is not larger than three (3) square feet and is visible to pedestrian circulation on adjacent sidewalks) * +
- ☐ **Temporary Banner** (temporary sign permit for up to thirty (30) days.)

* Building Permit will also be required.

+ Encroachment permit may be required from Engineering Department if the sign will project over the public sidewalk, alley, or right of way.

1. Applicant (s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ FAX: _____

2. Property Owner (s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ FAX: _____

3. Property Location: _____

4. Assessor Parcel Number: _____

5. Dates of Temporary Use (Banner Signs Only, 30 days max.) _____

6. Zoning District: _____

7. Size of Property (acres or square feet): _____

8. Size and Height of Proposed Sign: _____

Certification: The facts, maps and document submitted herewith are true, correct and accurate to the best of my knowledge. If the request is granted, I (we) agree that the provisions of City and State Law will be complied with and the conditions, if any, upon which this permit is granted will be carefully observed.

_____ Applicant's signature	_____ Date	_____ Owner's signature	_____ Date
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APPLICATION WILL NOT BE ACCEPTED UNLESS SIGNED BY THE PROPERTY OWNER

STAFF USE ONLY

Received by: _____ Date: _____

Application No: _____ Fee: _____

Receipt No: _____